

DO NOT BIND INTO THE RFP

ATTENTION OFFEROR'S - Price and Non-Price Proposal CHECKLISTS

To OFFERORS ~

We are providing this Checklist for your convenience to ensure that your proposals are acceptable to the awarding authority and DHCD, and are not rejected due to mistakes. This Checklist has been prepared for Offerors of DHCD Housing Division Ch. 149 Modular Projects, which requires proposals in two parts, Form for Price Proposal and Form for Non-Price Proposal.

Form for Price Proposal (Form A)

- ? 1. Have you read through the RFP in its entirety?
- ? 2. Have you used the appropriate Price Proposal Form (Form A) provided for this specific development?
- ? 3. Have you properly identified the trade, development, architect, etc., on your bid forms?
- ? 4. Do your Price Proposal amounts, as expressed in words and numbers, coincide? The amount expressed in words shall control.
- ? 5. Is your Price Proposal Form **SIGNED** and dated?
- ? 6. **Bid Deposits**
 - a. Is your bid deposit, if in the form of a bid bond, issued from a bonding company licensed to do business in the Commonwealth of Massachusetts?
 - b. Is it signed by you and the bonding company?
 - c. Is your bid deposit made payable to the **Awarding Authority (the Housing Authority)**?

Bid deposits made payable to the city, town, commonwealth, DHCD, or architect will cause the bid to be rejected.

- d. Is your bid deposit at least five (5%) of the largest possible bid amount, considering all alternates?

? **Passbooks, Letters of Credit, and Deeds to Property are not acceptable as a bid deposit.**

- ? 7. Have you acknowledged every alternate?
- ? 8. If an alternate price is requested and you estimate that there is no change in price, did you indicate by writing "**no change**", "**N/C**" or "**0**"?

? **Leaving this space blank on your Form for Price Proposal, when alternates are requested may lead to rejection of your bid.**

- ? 9. Have you acknowledged every Addenda and followed the instructions contained therein?
- ? 10. Have you added information NOT called for, or acknowledged an addendum or alternate that does NOT exist, which would make your bid conditional or obscure and lead to a potential bid protest?
- ? 11. Have you sealed and clearly labeled your Price Proposal envelope as follows?

Price Proposal for:

- Name of Housing Authority and Project Number
- Offeror's Name, Business Address, and Phone Number

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Form for Non-Price Proposal (Form B)

- ? 1. Have you read through the RFP in its entirety?
- ? 2. Have you enclosed your Letter of Transmittal?
- ? 3. Have you used the appropriate Non-Price Proposal Form (Form B) provided for this specific development?
- ? 4. Have you filled-in and enclosed your Non-Price Proposal Form?
- ? 5. Have you enclosed your current DCAM Certificate of Eligibility for **Modular/Prefabricated Construction** and Update Statement? and are they completely and accurately filled out?
- ? 6. Have you **SIGNED** your Update Statement?
- ? 7. Have you enclosed Proof of certification by the Massachusetts Board of Building Regulations and Standards?
- ? 8. Have you enclosed Plans for the proposed modular buildings and indicated any and all **proposed deviations** from the RFP documents?
- ? 9. Have you enclosed Section 13000 of the specifications and indicated any and all **proposed deviations** from RFP documents?
- ? 10. Have you enclosed your Proposed Project Schedule?
- ? 11. Have you sealed and clearly labeled your Non-Price Proposal envelope as follows?
Non-Price Proposal for:
 - Name of Housing Authority and Project Number
 - Offeror's Name, Business Address, and Phone Number

Thank you for your proposal ~

This checklist is provided as guidance and assistance to bidders to avoid technical mistakes resulting in rejection of a bid.

This in no way changes, affects, or supersedes the provisions set forth in M.G.L. c.149 §44A-J or c30 §39M or any other sections or provisions contained in the contract documents.